



Emergency Solutions Grant (ESG)  
CARES (CV 1 & 2) Program  
**Undersubscribed Notice of Funding Availability (NOFA)**

Shasta County Housing and Community Action Agency (SCHCAA)  
1450 Court Street • Suite 108 • Redding, CA • 96001

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# NorCal CoC ESG CARES (CV 1&2)

## Application Instructions

### Introduction

This Notice of Funding (NOFA) announces the availability of funding for the Emergency Solutions Grant (ESG) CARES (CV 1 & 2) funding. The ESG CARES Program is funded and regulated at the federal level by the U.S. Department of Housing and Urban Development (HUD) and administered by the California Department of Housing and Community Development (HCD). The Coronavirus Aid, Relief, and Economic Stimulus (CARES) Act was enacted on March 27, 2020 in response to the COVID-19 Pandemic.

### Emergency Solutions Grants (ESG) CARES Program

The regulations implementing the ESG Program are located in Subtitle B of the Stewart B. McKinney Homeless Assistance Act as amended by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). The HEARTH Act changed the name of the Emergency Shelter Grant to the Emergency Solutions Grant, focuses the funding on initiatives that assist to prevent and end homelessness, and increases funding allocated to entitlement jurisdictions.

### Funding Available

Under the Coronavirus Aid, Relief, and Economic Stimulus (CARES) Act, the California Department of Housing and Community Development (Department) will receive additional funding from the United States Department of Housing and Urban Development (HUD) in the amount of approximately \$253 million in federal funds for the Emergency Solutions Grants Program (ESG). These funds are referred to herein as the ESG-Coronavirus (ESG-CV) funds and will be allocated to eligible Continuum of Care (COC) Service Areas. This application is only the initial step in the process of obtaining ESG CV funding and is not, on its own, a sufficient basis for an award of funds. Selected providers/agencies will also be required to submit a timely, complete and correct application, including all required attachments and supporting documents, in compliance with ESG federal and state Regulations and Program Guidelines.

On behalf of the NorCal CoC, the SCHCAA Lead Agency applied for and was awarded ESG CV1 allocation of \$856,100 for the following eligible activities Emergency Shelter, and Rapid Re-Housing, and ESG CV2 allocation of \$1,143,900 for the following eligible activities Emergency Shelter, Street Outreach, Rapid Rehousing, and HMIS. The Lead Agency administrative set-aside for this funding is anticipated not to exceed 5% of the total ESG CV funding. The Lead Agency issued a NOFA March 11, 2021, that closed on March 26, 2021. Four agencies applied leaving a portion of the funding available.

### Eligible Applicants

Applicants may be public agencies or non-profit agencies that provide direct services to homeless persons or persons at-risk of becoming homeless. In addition, to be eligible to receive federal funds, applicants must be registered under the System of Awards (SAM). Visit [www.sam.gov](http://www.sam.gov) for more information.

### Match Requirements

Per the CARES Act, the amount provided under the ESG-CV funding shall not be subject to match requirements and that otherwise apply to ESG funding.

### Duplication of Benefits

A Duplication of Benefit ("DOB") occurs when a program beneficiary receives assistance from multiple funding sources totaling an amount that exceeds the need for a particular funding need. The duplication is the amount of assistance provided in excess of the need. It is the SCHCAA's responsibility to ensure that each ESG-CV activity

provides assistance only to the extent that the recipient's project's funding need(s) has not been met by another funding source.

Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) prohibits federal agencies from providing assistance to any "person, business concern, or other entity" for any loss for which the entity has already received financial assistance from another source (See: 42 United States Code "USC" § 5155(a)). The Federal Register Notice, published on November 16, 2011 (Docket No. FR-5582-N-01), requires adequate policies and procedures in place to prevent a DOB and provide for the recapture of funds, if necessary.

Applicants will be required to complete DOB documentation with application. Recipients will be required to continue to report on DOB during the expenditure period for the ESG-CV funds. See Attachment B for the form.

## **Eligible ESG CV (1 & 2) Costs and Activities**

All activities permitted under the federal ESG regulations shall be eligible under 24 CFR part 576.102. ESG CV 1 expenditure deadline is July 30, 2022 and ESG CV 2 expenditure deadline is July 30, 2022. ESG CV 2 milestone expenditure expectation requirements 20% expedite by July 31, 2021, 40% by September 30, 2021, 60% by November 30, 2021, and 80% by January 31, 2022. Undersubscribed funding for eligible activities are as follows:

### **Emergency Shelter (ES) CoC Allocation \$ 250,000**

- CV1 \$ \$219,632.50
- CV2 \$ \$30,367.50

Renovation, including major rehabilitation or conversion, of a building to serve as an emergency shelter. The emergency shelter must be owned by a government entity or private nonprofit organization. The shelter must serve homeless persons for at least 3 or 10 years, depending on the type of renovation and the value of the building. Per the HUD CPD Notice 20-08, under Additional Eligible Activities for Temporary Emergency Shelters, acquisition of real property (e.g. hotels, ancillary structures, parking lots) are eligible.

Essential Services, including case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.

Shelter Operations, including maintenance, rent, repair, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual. See 24 CFR 576.102

Emergency shelter funds may be used only for the costs of providing emergency shelter during the period beginning on the date the grantee began preventing, preparing for, and responding to coronavirus and ending on January 31, 2022 per the HUD CPD Notice 20-08.

### **Street Outreach (SO) CoC Allocation \$179,300**

- CV2 \$ \$179,300

Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. Eligible costs include engagement, case management, emergency health and mental health services, transportation, and services for special populations. See 24 CFR 576.101.

### **Rapid Re-housing (RR) CoC Allocation total \$675,0954**

- CV1 \$ \$471,367.50
- CV2 \$ \$203,726.50

Housing relocation and stabilization services and/or short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as

possible into permanent housing and achieve stability in that housing. If Rapid Rehousing assistance is provided, the assisted housing must meet the minimum habitability standards at 24 CFR 576.403(c).

## **Homeless Management Information System (HMIS) CoC Allocation \$ \$14,906**

- CV2 \$ \$14,906

ESG funds may be used to pay for the costs of participating in and contributing to the HMIS designated by the Continuum of Care for the area. See 24 CFR 576.107. Balance of remaining funds in this category subsequent to the distribution of funding awards will be redirected to Lead Agency HMIS administration activities performed on behalf of the NorCal CoC.

## **Ineligible Costs and Activities**

The general rule is that any cost or activity that is not authorized under the federal ESG regulations is ineligible to be assisted with ESG funds. None of the ESG-CV funds provided under the CARES Act may be used to require people experiencing homelessness to receive treatment or perform any other prerequisite activities as a condition for receiving shelter. Homelessness Prevention is not an eligible expense. ESG-CV funds shall not be used for costs associated with activities in violation of any law or for any activities considered ineligible per 24 CFR 576. The SCHCAA reserves the right to request additional information and clarification to determine the reasonableness and eligibility of all costs to be paid with ESG-CV funds.

In accordance with the U. S. Department of HUD Rule on Faith-Based Organizations (Faith-Based Initiative), September 30, 2003 (24 CFR Part 92 et al):

*Faith-Based organizations are able to compete for federal grants for social service programs without having to completely separate their religious tone and mission from the services that they provide. A social service program includes services that:*

1. *Reduce poverty*
2. *Improve opportunities for low-income children/youth/families*
3. *Revitalize low-income communities*
4. *Empower low-income families and individuals to become self-sufficient*
5. *Help people who are in need.*

*Faith-based organizations are eligible to receive HUD funding on an equal footing with any other organization. Federal funds are not to be used to support inherently religious activities such as worship, religious instruction, or proselytization.*

## **Threshold Requirements**

All applicants **must meet** the local and HUD defined threshold requirements as detailed below. If an application does not demonstrate that the applicant meets these threshold requirements, the applicant will be advised that its application will not be considered for funding.

1. The applicant must be a public agency or private nonprofit agency, authority or organization, requesting ESG CV funds to prevent, prepare for and respond to coronavirus, all activities permitted under the federal ESG regulations shall be eligible under 24 CFR Part 576.100.
2. The costs and activities for which funding is being requested must be eligible.
3. All applicants must obtain a HMIS Participation Certification signed by the NorCal CoC HMIS Administrator showing active participation **and utilization** in HMIS in calendar year 2021. See Attachment C for the Form.
4. All applicants must obtain a Point In Time Certification, certifying participation in the most recent PIT count, signed by the CoC Local Advisory Board Chair. See Attachment D for the Form.
5. All Applicants must have a CoC Local Advisory Board Certification, certifying the agency is an active member of the local CoC advisory board. See Attachment E for the Form.
6. Participating County CoC Contract of Participation agreement must be in good standing with the SCHCAA; the contract must be fully executed and paid.

7. All eligible activities must be provided in a manner consistent with the Housing First practices described in California Code of Regulations, title 25, section 8409, subdivision (b)(1)-(6). Under the Housing First model, services offered are as needed and requested on a voluntary basis and that do not make housing contingent on participation in services. Agencies must certify the utilize Housing First practices. See Attachment E for the Form.
8. All agencies receiving funds awarded through ESG CV, must use the NorCal CoC Homeless Management Information System (HMIS) to record client level data. In addition, the NorCal CoC Coordinated Entry System must be used to identify potential clients using VI-SPDAT scoring and collaboration with other entities within the county of operation.
9. Applicants must be registered under the System of Awards (SAM). Visit [www.sam.gov](http://www.sam.gov) for more information. Proof of registration must be included with the application.

## Application Instructions

All applicants must submit one (1) electronic copy via email or (1) hardcopy version to 1450 Court St. Suite 108, Redding, CA 96001 completed application and the attachments must be received by **4:00 P.M. on May 6, 2021** **All** supporting documents must be included in the submissions.

SCHCAA, NorCal CoC Lead Agency  
 Hollie Zander  
 1450 Court Street Suite 108  
 Redding, CA 96001  
[hjzander@co.shasta.ca.us](mailto:hjzander@co.shasta.ca.us)

## Questions / Technical Assistance

The CoC Lead Agency is available to answer any questions and provide technical assistance to any organization wishing to apply. Questions regarding this NOFA should be directed the person(s) designated below.

SCHCAA, NorCal CoC Lead Agency  
 Hollie Zander  
 T (530) 245-6431  
 E [hjzander@co.shasta.ca.us](mailto:hjzander@co.shasta.ca.us)

## Selection Process

The Lead Agency will screen all applications to determine that the applicant has met threshold requirements. If the remaining applications are oversubscribed, then an evaluation panel comprised of no less than three (3) qualified individuals, consisting of Continuum of Care Executive Board Members will review and evaluate each application that is deemed eligible and complete. Each application will be evaluated on its own merits. Ineligible and incomplete applications will **not** be considered. Funding recommendations will be reviewed, and award notifications will be issued by April 07, 2021.

## Evaluation Criteria

The CoC will score applications based on a weighted scale of 100 points and the following criteria:

Evaluation Criteria	Available Points
Threshold Requirements	Pass/Fail
Applicant Experience	10 pts
Need for Funds	20 pts
Impact and Effectiveness	30 pts
Addressing Racial Disparities & Providing Equitable Access to Services	20 pts
Housing First Training Attendance (Attachment F)	Pass/Fail

## Contract Terms and Requirements

1. If your application is selected to receive an award of ESG CV funding, you should anticipate having to provide, or document, the following (you are not required to submit this documentation with you RFP response):
  - a. **Cost Allocation Plan:** A document identifying how your agency is accumulating and distributing allowable direct and/or indirect costs, and the allocation method used.
  - b. **Scope of Service:** This item provides an overview of the proposed program services as described in the proposal, goals and objectives, and specific services (i.e., working hours, location of services, numbers to be served).
  - c. **Performance and Activity Schedule:** The projected time per quarter for performance of major activities by expected goals.
  - d. **Performance Assessment:** The following items will be utilized to assess project performance and evaluate the outcomes/impacts of ESG funded activities: project description and expected outcomes.
  - e. **Budget:** Provide ESG detailed Expenses Report on a quarterly basis.

## General Provisions and Conditions if awarded ESG CV funding by the SCHCAA

1. Pre-Contractual Expenses  
Engaging in any other activity prior to the effective date of award, if any, of a contract resulting from this ESG CV NOFA process. SCHCAA shall not, under any circumstances, be liable for any pre-contractual expenses incurred by the applicant(s), and applicant(s) shall not include any such expenses as part of their applicant.
2. No Commitment to Award  
Issuance of this NOFA and receipt of applicants does not commit SCHCAA to award a contract. The SCHCAA expressly reserves the right to postpone application opening for its own convenience, to accept or reject any or all applications received in response to this NOFA, to negotiate with more than one applicant concurrently, or to cancel all or any part of this NOFA.
3. Equal Opportunity Contracting Policy  
The SCHCAA is committed to a policy of Equal Opportunity. Qualified firms including small businesses and businesses owned by women, minorities and disabled persons are encouraged to submit bids or proposals. Applicants expressly agree to comply with HCD's ordinances and regulations regarding Equal Opportunity Employment.
4. Certificate of Insurance  
Proof of insurance is required to be submitted to SCHCAA as a component of Special Conditions, if awarded funding.
5. Standard Terms and Conditions  
Prior to the award of any work hereunder, SCHCAA and Applicant shall enter into a written subrecipient Agreement(s), if awarded funding.
6. Instructions and Questions  
Questions regarding this NOFA should be directed only to the person(s) designated below.  
SCHCAA, NorCal CoC Lead Agency  
Hollie Zander, Program Manager  
T (530) 245-6431

E [hjzander@co.shasta.ca.us](mailto:hjzander@co.shasta.ca.us)

7. Proof of Authority

If the applicant is a non-profit organization or a corporation, **formal proof of the authority of the officer signing the application to bind the corporation must be submitted with said application.**

8. Withdrawal of Application

Any applicant may withdraw its application by written request to [hjzander@co.shasta.ca.us](mailto:hjzander@co.shasta.ca.us) at any time following the submission deadline.

9. Reservations

The SCHCAA reserves the right to reject any or all applications and any item or items therein, and to waive any non-conformity of applications with this NOFA, whether of a technical or substantive nature, as the interest of the CoC may require.

10. Notice of Funding Availability (NOFA) not Contractual

Nothing contained in this Notice of Funding Availability shall create any contractual relationship between the applicant and SCHCAA. SCHCAA accepts no financial responsibility for costs incurred by any applicant regarding this NOFA.





## EMERGENCY SOLUTIONS GRANT CARES (CV 1 & 2) APPLICATION

**Application Instructions:** Respond to all items fully and completely. Attach additional sheets if more space is needed. Return to Shasta County Department of Housing and Community Action Programs, 1450 Court Street, Suite 108, Redding, CA 96001 or via email [hjzander@co.shasta.ca.us](mailto:hjzander@co.shasta.ca.us) by **May 6, 2021 at 4:00 p.m.**

1. Legal name of agency: \_\_\_\_\_
2. Agency phone number: \_\_\_\_\_
3. Agency fax number: \_\_\_\_\_
4. Agency mailing address:  
\_\_\_\_\_  
\_\_\_\_\_
5. Agency service address:  
\_\_\_\_\_  
\_\_\_\_\_
6. Name of representative submitting application: \_\_\_\_\_
7. Agency DUNS Number: \_\_\_\_\_ Agency Taxpayer ID: \_\_\_\_\_
8. Email of agency contact person: \_\_\_\_\_
9. Is the Agency a:  \_\_\_\_\_ Non-Profit  \_\_\_\_\_ Unit of Government?
10. Who are the Target Populations to be served? \_\_\_\_\_  
\_\_\_\_\_
11. Number of persons to be served: \_\_\_\_\_
12. Total Unduplicated Participants to be served: \_\_\_\_\_
13. Average number of times each Participants is served: \_\_\_\_\_
14. What geographical area will you cover?  
\_\_\_\_\_  
\_\_\_\_\_
15. Program Summary (Describe the program: kinds of activities in the program and the problem(s) to be resolved, etc.):  
\_\_\_\_\_

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16. What staff members (title) will be providing these activities/services:

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17. Project Outcome (Describe the impact on the life of the participants. Will your service enable them to obtain a job, secure housing, become self-sufficient, etc.)?

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18. Does any other organization provide a similar program to the same target population that you intend to serve? If yes, please explain how you will collaborate and partner with them to maximize effectiveness and avoid unnecessary duplication of services:

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19. Describe any partnerships or collaborations with other agencies not shown in questions above:

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20. How will this project determine what racial disparities are present in your jurisdiction?

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21. How will this project address racial disparities if they exist?

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22. What marketing and communication strategies will be used to increase equitable access to services?

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23. What will be roadblocks or barriers to success?

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24. How will you evaluate this program for success?

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25. How does the agency determine client eligibility for this service?

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26. What financial resources, other than ESG Cv1&2, are available for this program?

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27. Provide contact information would be responsible for submitting the required ESG CV1&2 reports and documentation on behalf of the agency.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Information: \_\_\_\_\_

28. What impact will an award, that is less than the amount requested, have on the applicant agency's program(s) and the number of clients served?

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29. Describe any experience the agency has with the Homeless Management Information System (HMIS).

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Representative Signatures: \_\_\_\_\_

**Incomplete applications will not be accepted.** \_\_\_\_\_



## Duplication of Benefits Calculation Worksheet

<b>1. Enter Total Need</b>	\$ -
<b>2. Enter Total Assistance Available (if none, enter 0)</b>	
CV 1	\$ -
CV 2	\$ -
(Source)	\$ -
(Source)	\$ -
(Source)	\$ -
<b>Subtotal:</b>	\$ -
<b>3. Enter the Amount of Total Assistance to Exclude as Non-duplicative.</b>	\$ -
<b>Explanation of non-duplicative funds:</b>	
Example: \$15,000 was private funding for salaries. This grant will cover direct payments of rental assistance only.	
<b>4. Total DOB Amount (Item 2 minus Item 3)</b>	\$ -
<b>5. Maximum request (Item 1 minus Item 4)</b>	\$ -
<b>6. Program cap (if applicable)</b>	\$ -
<b>7. Final request (lesser of Items 5 and 6)</b>	\$ -



## HMIS Database Certification

Agency Name: \_\_\_\_\_

Agency Entering Data (if different from Agency/Applicant): \_\_\_\_\_

To complete the Project Level Performance the Applicant is required to provide supporting documentation for the outcome data using HMIS. The data provided must be reported out of an HMIS or a comparable database if the Applicant is a Victim Service Provider or Legal Assistance provider. Attach the CoC APR Report for the most recent 12 months.

If you should have questions about retrieving the reports, please reach out to the HMIS system administrator.

		HMIS Data	Or	Comparable Database
<input type="checkbox"/>	Total # of Individuals served			
<input type="checkbox"/>	Total # of Individual Leavers who exited to a permanent housing destination			
<input type="checkbox"/>	Total # of Individual Leavers who exited any destination			

<input type="checkbox"/>	The Applicant did not use HMIS during the reporting period, but the Applicant has a HMIS Contract dated _____
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- - - - -  
**CERTIFICATION OF THE APPLICATION INFORMATION**

I certify that the supporting data for Project Level documents were generated from an HMIS or a comparable database. All information contained in these reports is true and complete to the best of my knowledge.

Printed Name of HMIS Administrator \_\_\_\_\_

HMIS Administrator Signature \_\_\_\_\_

Date \_\_\_\_\_



## Certification of Point In Time Participation

We, \_\_\_\_\_, certify that staff from our agency participated in the Point InTime Count by performing one or more of the below listed activities within our community:

- Surveyed persons using the paper survey forms.
- Coordinated the Point In Time Count in our County.
- Assisted the coordinator within the County.
- Other: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature



## Certification of Local Advisory Board Participation

By signing below, the Local Advisory Board Chair certifies the applicant \_\_\_\_\_ has consistent attendance and participation at Local Advisory Board Meetings.

Date \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Advisory Board Chair

\_\_\_\_\_  
Signature



**HOUSING FIRST COMPLIANCE AND TRAINING CERTIFICATION**

Housing First is a homeless assistance approach that prioritizes providing permanent housing to persons who are experiencing homelessness. This approach is guided by the understanding that people need necessities like food and shelter before being required to gain employment, pursue life skills courses, or attend substance use education. Housing First does not require persons experiencing homelessness to address behavioral health issues or to graduate through a series of programs before accessing safe, stable housing.

All eligible ESG CV 1&2 activities must be provided in a manner consistent with the Housing First practices described in California Code of Regulations, title 25, section 8409, subdivision (b)(1)-(6). Under the Housing First model, services offered are as needed and requested on a voluntary basis and that do not make housing contingent on participation in services. Agencies must participate in annual Housing First training and utilize Housing First practices.

By signing this document, I certify that \_\_\_\_\_ understands that housing is the foundation for life improvement and if awarded ESG CV funds will adhere to Housing First Practices.

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Agency \_\_\_\_\_

Date \_\_\_\_\_





<b>Budget ESG CV 1 &amp; 2</b>			
<b>Category</b>	<b>Title</b>	<b>Description</b>	<b>Amount</b>
<b>Emergency Shelter</b>			
	Emergency Shelter Round 1	Essential Services, Shelter Operations Round 1	
	Emergency Shelter Round 2	Essential Services, Shelter Operations Round 2	
		Emergency Shelter Total	
<b>Street Outreach</b>			
	Street Outreach Round 1	Essential Services Round 1	
	Street Outreach Round 2	Essential Services Round 2	
		Street Outreach Total	
<b>Rapid Re-Housing</b>			
	Rapid Re-Housing Round 1	Housing Relocation & Stabilization Services-Financial Assistance, Short-and Medium-Term Rental Assistance Round 1	
	Rapid Re-Housing Round 2	Housing Relocation & Stabilization Services-Financial Assistance, Short-and Medium-Term Rental Assistance Round 2	
		Rapid Re-Housing Total	
<b>HMIS</b>			
	HMIS Round 1	Staffing, Hardware, Equipment & Software Costs, Training and Overhead Round 1	
	HMIS Round 2	Staffing, Hardware, Equipment & Software Costs, Training and Overhead Round 2	
		HMIS Total	
		<b>Total</b>	